
Canteen Manager Resume

Job Objective

Long time Canteen Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

Highlights of Qualifications:

- Sound experience in managing all canteen activities
 - Deep knowledge of all banking procedures and account keeping
 - Huge knowledge of canteen policies and procedures
 - Ability to manage all financial functions
 - Ability to administer canteen activities
 - Good communication skills in both oral and written forms
 - Outstanding interpersonal skills for all canteen employees
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Professional Experience:

Canteen Manager

Veterans of Foreign Wars, Salt Lake City, UT

October 2008 – Present

- Prepared and implemented canteen tick list for everyday activities.
 - Maintained and planned all voluntary activities and managed all activities associated with service in canteen.
 - Evaluated all stock items and maintained records of all sold goods.
 - Ensured accurate handling of all food and maintained hygiene in facility at all times.
 - Regularly checked all doors and alarm systems.
 - Ensured optimal utilization of power for all appliance usage.
 - Coordinated with Risk Manager to maintain safe environment in work area.
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Education:

Bachelor's Degree in Hospitality Management

Muhlenberg College, Allentown, PA

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